

Department/Service: Noblesville Fire Department

Job Type: EMS Billing Clerk

Location: Noblesville Fire Department

Qualifications: High school diploma or GED required and one (1) year of experience in medical billing, accounts receivables, collections processing, electronic billing systems, knowledge of medical terminology, medical claims procedures, and payer regulations.

Working knowledge of Health Insurance Portability and Accountability Act (HIPAA) regulations and requirements.

Job Description:

- Oversees operations of outside billing agency and collection company to ensure the Noblesville Fire Department (NFD) and State procedures and policies are followed; serves as the lead point of contact for any and all matter specific to EMS account receivables. Researches and resolves issues when problems arise with patient accounts and ensures billing/collection company handles the situation appropriately.
- Prepares EMS run sheets for outside billing agency, prints and distributes copies as appropriate, to sponsoring hospital and regulatory agencies. Monitors/tracks all Patient Care Reports for accuracy and completeness, and advises personnel regarding proper completion as needed.
- Ensures the security of all reports and follows Health Insurance Portability and Accountability Act (HIPAA) regulations. Serves as the contact person for issues regarding the dissemination of Protected Health Information (PHI) to outside parties. Ensures the retention of PHI for the minimum period required by law. Assists HIPAA Officer with related duties.
- Maintains detailed accounting of the EMS Department according to the Indiana State Board of Accounts. Reconciles EMS books monthly; generates reports for collecting, analyzing, verifying and reporting financial and reporting data. Assists the Indiana State Board of Accounts with annual audit.
- Communicates regularly with EMS patients, explaining billing procedures, discussing account status/delinquencies and establishing payment plans as needed. Processes and approves/denies hardship applications according to NFD policies; monitors/resolves pending items including charges, payments, and denials.
- Processes monies and credit card payments that are sent directly to NFD. Monitor month-end closing progress to ensure all charges, payments and other required tasks have been completed. Prepares write-off accounts and documents for Board of Works approval, as needed.

- Performs a variety of tasks in assisting department personnel, such as downloading and querying information from various computer databases, copying and mailing documents, and compiling monthly/quarterly/annual reports as assigned.
- Attends the Fire Department clerical meetings as scheduled and assists the clerical office staff with various tasks as needed.
- Performs a variety of clerical tasks in assisting department personnel, such as drafting, typing, proofreading correspondence, reports, and other documents.

Salary: up to \$18.86/hr.

How to Apply: On-line: cityofnoblesville.org

Application Deadline: 9/23/2016